



Position Description

Position title	Allied Health Assistant
Department / Division	Occupational Therapy/ Nursing and Allied Health
Classification	Allied Health Assistant Grade 3 (IN30)
Position reports to	Operational: Manager Occupational Therapy Professional: Manager Occupational Therapy
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville

The Royal Children's Hospital	
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>	
ROLE CONTEXT	
<p>The Occupational Therapy department is within the Division of Nursing and Allied Health. We provide inpatient and outpatient services for infants, children, adolescents with a wide range of medical conditions. Our team works closely with families, carers, community services and other health care professionals to ensure the best occupational therapy outcomes for our patients.</p>	

0.1 EFT (4 hours) of this role is aligned to the Victorian Paediatric Rehabilitation Service (VPRS) RCH site. VPRS is a state-wide specialist service which caters for the complex rehabilitation needs of children and adolescents after major injury, medical illness, and congenital conditions who undergo interventions aimed at functional maximisation.

ROLE PURPOSE

The Grade 3 Allied Health Assistant will work within the RCH Occupational Therapy department to contribute to the clinical work and efficient operations of the department, under the guidance and direction of the Occupational Therapists.

This may include supporting the Occupational Therapist with

1. delivering therapy to inpatients or outpatients,
2. maintaining therapy equipment and
3. varied patient related administrative duties.

The Allied Health Assistant contributes to the delivery of occupational therapy interventions, focussing on the child's needs in the context of everyday activities and lifetime opportunities.

KEY ACCOUNTABILITIES

Provision of Care

- Provide clinical care to children and adolescents in inpatient and outpatient settings as prescribed by and under the supervision of an Occupational Therapist. This is done in conjunction with the therapists, patient and family
- Collect, record and access information in timely manner and ensure that it is relevant to the patient/client's workplace needs
- Put the patient/family at ease by clearly explaining upfront the healthcare activity/activities to be undertaken
- Ensure consent has been obtained and documented by the responsible practitioner
- Work within the scope of authority given by the patient/family with performing healthcare activities
- Constructively assist others to plan and prepare for clinical care
- Monitor the patient's response to treatment/intervention
- Provide feedback to treating health care professional any changes to the patient's status that could impact on future therapy/goals
- Seek guidance and assistance when required
- Participate in safety and quality programs that aim to reduce the causes of harm in healthcare
- Document information according to RCH guidelines

Collaborative Practice

- Negotiate appropriate boundaries with the patient/family and ways of working together
- Treat patients/families as partners in their own care
- Work in partnership with other health professionals towards common goals
- Understand own role and the roles of others in the provision and coordination of care
- Effectively communicate with patients, their families and other team members
- Organise own workload and set priorities

Health Values

- Help promote an open, friendly and supportive professional environment
- Respect others ideas and efforts
- Respond positively to individual and cultural differences by valuing others equally

- Recognise areas for improvement and suggest new ways of working to improve team functioning and effectiveness

Professional, ethical and legal approach

- Identify, document and address any potential ethical issues if and as they arise.
- Prioritise workload appropriately
- Recognise accountability to the supervising/delegating practitioner who has responsibility for overall provision of care and work within the guidelines of supervision/delegation

Lifelong learning

- Participate in lifelong learning, participate in professional development and performance development
- Critically evaluate own performance and encourage feedback on own performance
- Participate in applicable projects as allocated by the Manager of OT/ VPRS

QUALIFICATIONS AND EXPERIENCE

Essential:

- Certificate IV in Allied Health Assistance
- Experience in working directly with paediatric patients as an Allied Health Assistant
- Previous experience in a hospital setting
- Proficient computer skills

Desirable:

- Demonstrated experience in Occupational Therapy interventions as an allied health assistant.
- Experience working in a multidisciplinary team

KEY SELECTION CRITERIA

- Demonstrated skills to implement and facilitate therapy programs as prescribed by an Occupational Therapist
- Demonstrated skills in assisting in the safe use of equipment and maintaining equipment
- Evidence of well-developed interpersonal skills and communication strategies, interaction and self-reflection skills to enable effective work with people of different personalities and backgrounds and to maintain excellent intra and interdisciplinary team dynamic.
- Highly motivated, with demonstrated enthusiasm and initiative.
- Demonstrated ability to work with competing demands and to appropriately prioritise
- Demonstrated solution-based approach to overcoming challenges.
- Computer literacy

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children's Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

August 2023